## **Personnel File Review**

Review Period: Jan - March 2010

## **Southeast Service Area**

Contractor: Cedars

**Total Number of Reviews:** 

30

1 National 30 30 30 100.00% 2 Out of State 1 1 5 20.00% 3 In State 29 30 96.67% 4 Local 29 30 96.67% 5 Internet Search 30 30 30 100.00% 6 Ongoing Background Checks 6 6 6 100.00% 7 Exceptions 1 2 50.00% 8 Record Maintenance 27 30 90.00% 7 Exceptions 27 30 90.00% 1 Point's License 28 30 93.33% 10 Auto/Medical Insurance 30 30 30 100.00% 11 Points Assessed 29 30 96.67% 12 Limitations 28 28 28 100.00% 13 Defensive Driving Course 30 30 100.00% 14 Drug Tests 30 30 30 100.00% References #Yes #Applicable %Achieved 15 References 19 Ferences #Yes #Applicable %Achieved 15 References 10 10 100.00% 15 References 10 10 10 10 10 10 10 10 10 10 10 10 10	Background Checks	# Yes	# Applicable	% Achieved
2 Out of State       1       5       20.00%         3 In State       29       30       96.67%         4 Local       29       30       96.67%         5 Internet Search       30       30       100.00%         6 Ongoing Background Checks       6       6       6       100.00%         7 Exceptions       1       2       50.00%         8 Record Maintenance       27       30       90.00%         Transportation       #Yes       #Applicable       % Achieved         9 Driver's License       28       30       93.33%         10 Auto/Medical Insurance       30       30       100.00%         11 Points Assessed       29       30       96.67%         12 Limitations       28       28       100.00%         13 Defensive Driving Course       30       30       100.00%         14 Drug Tests       30       30       100.00%         14 Drug Tests       30       30       100.00%         15 References - Home Study Staff       1       1       1         16 Education - ALL Employees       30       30       100.00%         17 Education - Home Study Staff       NA       NA       NA <td></td> <td></td> <td></td> <td></td>				
3 In State         29         30         96.67%           4 Local         29         30         96.67%           5 Internet Search         30         30         100.00%           6 Ongoing Background Checks         6         6         100.00%           7 Exceptions         1         2         50.00%           8 Record Maintenance         27         30         90.00%           Transportation         #Yes         #Applicable         & Achieved           9 Driver's License         28         30         93.33%           10 Auto/Medical Insurance         30         30         100.00%           11 Points Assessed         29         30         96.67%           12 Limitations         28         28         100.00%           13 Defensive Driving Course         30         30         100.00%           14 Drug Tests         30         30         100.00%           References         #Yes         #Applicable         % Achieved           15 References - Home Study Staff         1         1         100.00%           16 Education - ALL Employees         30         30         100.00%           17 Education - Home Study Staff         NA         NA				
4 Local       29       30       96.67%         5 Internet Search       30       30       100.00%         6 Ongoing Background Checks       6       6       100.00%         7 Exceptions       1       2       50.00%         8 Record Maintenance       27       30       90.00%         8 Record Maintenance       27       30       90.00%         9 Driver's License       28       30       93.33%         10 Auto/Medical Insurance       30       30       100.00%         11 Points Assessed       29       30       96.67%         12 Limitations       28       28       100.00%         13 Defensive Driving Course       30       30       100.00%         14 Drug Tests       30       30       100.00%         References       #Yes       #Applicable       % Achieved         15 References - Home Study Staff       1       1       100.00%         Reducation - ALL Employees       30       30       100.00%         17 Education - Home Study Staff       NA       NA       NA         18 Education - Service Coordinator       30       30       100.00%         17 Training       #Yes       #Applicable		-		
5 Internet Search         30         30         100.00%           6 Ongoing Background Checks         6         6         100.00%           7 Exceptions         1         2         50.00%           8 Record Maintenance         27         30         90.00%           Transportation         #Yes         #Applicable         % Achieved           9 Driver's License         28         30         93.33%           10 Auto/Medical Insurance         30         30         100.00%           11 Points Assessed         29         30         96.67%           12 Limitations         28         28         100.00%           13 Defensive Driving Course         30         30         100.00%           14 Drug Tests         30         30         100.00%           References         #Yes         #Applicable         % Achieved           15 References - Home Study Staff         1         1         100.00%           Reducation - ALL Employees         30         30         100.00%           17 Education - Home Study Staff         NA         NA         NA           18 Education - Service Coordinator         30         30         100.00%           Training         #Yes				
6 Ongoing Background Checks         6         6         100.00%           7 Exceptions         1         2         50.00%           8 Record Maintenance         27         30         90.00%           Transportation         #Yes         #Applicable         % Achieved           9 Driver's License         28         30         93.33%           10 Auto/Medical Insurance         30         30         100.00%           11 Points Assessed         29         30         96.67%           12 Limitations         28         28         100.00%           13 Defensive Driving Course         30         30         100.00%           Drug Screening         #Yes         #Applicable         % Achieved           14 Drug Tests         30         30         100.00%           References         #Yes         #Applicable         % Achieved           15 References - Home Study Staff         1         1         100.00%           Education - ALL Employees         30         30         100.00%           17 Education - Home Study Staff         NA         NA         NA           18 Education - Service Coordinator         30         30         100.00%           Training         #Yes	5 Internet Search			
7 Exceptions         1         2         50.00%           8 Record Maintenance         27         30         90.00%           Transportation         # Yes         # Applicable         % Achieved           9 Driver's License         28         30         93.33%           10 Auto/Medical Insurance         30         30         100.00%           11 Points Assessed         29         30         96.67%           12 Limitations         28         28         100.00%           13 Defensive Driving Course         30         30         100.00%           Drug Screening         # Yes         # Applicable         % Achieved           14 Drug Tests         30         30         100.00%           References         # Yes         # Applicable         % Achieved           15 References - Home Study Staff         1         1         100.00%           Education - ALL Employees         30         30         100.00%           17 Education - Home Study Staff         NA         NA         NA           18 Education - Service Coordinator         30         30         100.00%           Training         # Yes         # Applicable         % Achieved           19 ALL STAFF - Initial Tr	6 Ongoing Background Checks			
8 Record Maintenance         27         30         90.00%           Transportation         # Yes         # Applicable         % Achieved           9 Driver's License         28         30         93.33%           10 Auto/Medical Insurance         30         30         100.00%           11 Points Assessed         29         30         96.67%           12 Limitations         28         28         100.00%           13 Defensive Driving Course         30         30         100.00%           Drug Screening         # Yes         # Applicable         % Achieved           14 Drug Tests         30         30         100.00%           References         # Yes         # Applicable         % Achieved           15 References - Home Study Staff         1         1         100.00%           Education         # Yes         # Applicable         % Achieved           16 Education - Home Study Staff         NA         NA         NA           17 Education - Home Study Staff         NA         NA         NA           18 Education - Service Coordinator         30         30         100.00%           17 Education - Service Coordinator         30         30         100.00% <t< td=""><td></td><td>1</td><td>2</td><td>50.00%</td></t<>		1	2	50.00%
9 Driver's License       28       30       93.33%         10 Auto/Medical Insurance       30       30       100.00%         11 Points Assessed       29       30       96.67%         12 Limitations       28       28       100.00%         13 Defensive Driving Course       30       30       100.00%         Drug Screening       # Yes       # Applicable       % Achieved         14 Drug Tests       30       30       100.00%         References       # Yes       # Applicable       % Achieved         15 References - Home Study Staff       1       1       1       100.00%         Education - ALL Employees       30       30       100.00%         17 Education - Home Study Staff       NA       NA       NA         18 Education - Service Coordinator       30       30       100.00%         Training       # Yes       # Applicable       % Achieved         19 ALL STAFF - Initial Training       28       30       93.33%         20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         2	•	27	30	90.00%
10 Auto/Medical Insurance       30       30       100.00%         11 Points Assessed       29       30       96.67%         12 Limitations       28       28       100.00%         13 Defensive Driving Course       30       30       100.00%         Drug Screening       # Yes       # Applicable       % Achieved         14 Drug Tests       30       30       100.00%         References       # Yes       # Applicable       % Achieved         15 References - Home Study Staff       1       1       1       100.00%         Education       - ALL Employees       30       30       100.00%         17 Education - Home Study Staff       NA       NA       NA         18 Education - Service Coordinator       30       30       100.00%         Training       # Yes       # Applicable       % Achieved         19 ALL STAFF - Initial Training       28       30       93.33%         20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33% </td <td>Transportation</td> <td># Yes</td> <td># Applicable</td> <td>% Achieved</td>	Transportation	# Yes	# Applicable	% Achieved
11 Points Assessed       29       30       96.67%         12 Limitations       28       28       100.00%         13 Defensive Driving Course       30       30       100.00%         Drug Screening       # Yes       # Applicable       % Achieved         14 Drug Tests       30       30       100.00%         References       # Yes       # Applicable       % Achieved         15 References - Home Study Staff       1       1       100.00%         Education       # Yes       # Applicable       % Achieved         16 Education - Home Study Staff       NA       NA       NA         18 Education - Service Coordinator       30       30       100.00%         Training       # Yes       # Applicable       % Achieved         19 ALL STAFF - Initial Training       28       30       93.33%         20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	9 Driver's License	28	30	93.33%
12 Limitations       28       28       100.00%         13 Defensive Driving Course       30       30       100.00%         Drug Screening       # Yes       # Applicable       % Achieved         14 Drug Tests       30       30       100.00%         References       # Yes       # Applicable       % Achieved         15 References - Home Study Staff       1       1       100.00%         Education       # Yes       # Applicable       % Achieved         16 Education - ALL Employees       30       30       100.00%         17 Education - Home Study Staff       NA       NA       NA         18 Education - Service Coordinator       30       30       100.00%         Training       # Yes       # Applicable       % Achieved         19 ALL STAFF - Initial Training       28       30       93.33%         20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	10 Auto/Medical Insurance	30	30	100.00%
13 Defensive Driving Course       30       30       100.00%         Drug Screening       # Yes       # Applicable       % Achieved         14 Drug Tests       30       30       100.00%         References       # Yes       # Applicable       % Achieved         15 References - Home Study Staff       1       1       1 00.00%         Education       # Yes       # Applicable       % Achieved         16 Education - ALL Employees       30       30       100.00%         17 Education - Home Study Staff       NA       NA       NA         18 Education - Service Coordinator       30       30       100.00%         Training       # Yes       # Applicable       % Achieved         19 ALL STAFF - Initial Training       28       30       93.33%         20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	11 Points Assessed	29	30	96.67%
Drug Screening         # Yes         # Applicable         % Achieved           14 Drug Tests         30         30         100.00%           References         # Yes         # Applicable         % Achieved           15 References - Home Study Staff         1         1         1 00.00%           Education         # Yes         # Applicable         % Achieved           16 Education - ALL Employees         30         30         100.00%           17 Education - Home Study Staff         NA         NA         NA           18 Education - Service Coordinator         30         30         100.00%           Training         # Yes         # Applicable         % Achieved           19 ALL STAFF - Initial Training         28         30         93.33%           20 ALL STAFF - Ongoing Training         14         14         100.00%           21 MULTI ETHNIC PLACEMENT         13         30         43.33%           22 ICWA         20         30         66.67%           23 CFS Pre Service Training         28         30         93.33%	12 Limitations	28	28	100.00%
14 Drug Tests         30         30         100.00%           References         # Yes         # Applicable         % Achieved           15 References - Home Study Staff         1         1         100.00%           Education         # Yes         # Applicable         % Achieved           16 Education - ALL Employees         30         30         100.00%           17 Education - Home Study Staff         NA         NA         NA           18 Education - Service Coordinator         30         30         100.00%           Training         # Yes         # Applicable         % Achieved           19 ALL STAFF - Initial Training         28         30         93.33%           20 ALL STAFF - Ongoing Training         14         14         100.00%           21 MULTI ETHNIC PLACEMENT         13         30         43.33%           22 ICWA         20         30         66.67%           23 CFS Pre Service Training         28         30         93.33%	13 Defensive Driving Course	30	30	100.00%
References         # Yes         # Applicable         % Achieved           15 References - Home Study Staff         1         1         100.00%           Education         # Yes         # Applicable         % Achieved           16 Education - ALL Employees         30         30         100.00%           17 Education - Home Study Staff         NA         NA         NA           18 Education - Service Coordinator         30         30         100.00%           Training         # Yes         # Applicable         % Achieved           19 ALL STAFF - Initial Training         28         30         93.33%           20 ALL STAFF - Ongoing Training         14         14         100.00%           21 MULTI ETHNIC PLACEMENT         13         30         43.33%           22 ICWA         20         30         66.67%           23 CFS Pre Service Training         28         30         93.33%	Drug Screening	# Yes	# Applicable	% Achieved
15 References - Home Study Staff       1       1       100.00%         Education       # Yes       # Applicable       % Achieved         16 Education - ALL Employees       30       30       100.00%         17 Education - Home Study Staff       NA       NA       NA         18 Education - Service Coordinator       30       30       100.00%         Training       # Yes       # Applicable       % Achieved         19 ALL STAFF - Initial Training       28       30       93.33%         20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	14 Drug Tests	30	30	100.00%
Education         # Yes         # Applicable         % Achieved           16 Education - ALL Employees         30         30         100.00%           17 Education - Home Study Staff         NA         NA         NA           18 Education - Service Coordinator         30         30         100.00%           Training         # Yes         # Applicable         % Achieved           19 ALL STAFF - Initial Training         28         30         93.33%           20 ALL STAFF - Ongoing Training         14         14         100.00%           21 MULTI ETHNIC PLACEMENT         13         30         43.33%           22 ICWA         20         30         66.67%           23 CFS Pre Service Training         28         30         93.33%	References	# Yes	# Applicable	% Achieved
16 Education - ALL Employees       30       30       100.00%         17 Education - Home Study Staff       NA       NA       NA         18 Education - Service Coordinator       30       30       100.00%         Training       # Yes       # Applicable       % Achieved         19 ALL STAFF - Initial Training       28       30       93.33%         20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	15 References - Home Study Staff	1	1	100.00%
17 Education - Home Study Staff       NA       NA       NA         18 Education - Service Coordinator       30       30       100.00%         Training       #Yes       #Applicable       % Achieved         19 ALL STAFF - Initial Training       28       30       93.33%         20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	Education	# Yes	# Applicable	% Achieved
18 Education - Service Coordinator       30       30       100.00%         Training       #Yes       # Applicable       % Achieved         19 ALL STAFF - Initial Training       28       30       93.33%         20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	16 Education - ALL Employees	30	30	100.00%
Training         # Yes         # Applicable         % Achieved           19 ALL STAFF - Initial Training         28         30         93.33%           20 ALL STAFF - Ongoing Training         14         14         100.00%           21 MULTI ETHNIC PLACEMENT         13         30         43.33%           22 ICWA         20         30         66.67%           23 CFS Pre Service Training         28         30         93.33%	17 Education - Home Study Staff	NA	NA	NA
19 ALL STAFF - Initial Training       28       30       93.33%         20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	18 Education - Service Coordinator	30	30	100.00%
20 ALL STAFF - Ongoing Training       14       14       100.00%         21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	Training	# Yes	# Applicable	% Achieved
21 MULTI ETHNIC PLACEMENT       13       30       43.33%         22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	19 ALL STAFF - Initial Training	28	30	93.33%
22 ICWA       20       30       66.67%         23 CFS Pre Service Training       28       30       93.33%	20 ALL STAFF - Ongoing Training	14	14	100.00%
23 CFS Pre Service Training 28 30 93.33%	21 MULTI ETHNIC PLACEMENT	13	30	43.33%
	22 ICWA	20	30	66.67%
<b>24</b> Ongoing Training - SC/Sup 11 11 <b>100.00</b> %	23 CFS Pre Service Training	28	30	93.33%
	24 Ongoing Training - SC/Sup	11	11	100.00%